

USING THE “FACILITATOR” SIDE

Logging In as a Facilitator:

To manage your OCWTP training calendar, access/print survey results, and view/print your facilitator record/training history, you must log in as a facilitator on the Administrator side of E-Track:

<https://e-track.teds.com/teds/TedsAdministrator.jsp>

Determining Your Login ID and Password:

Login ID: two-digit birth month, two-digit birth date, first initial of LEGAL first name, first five letters of last name, then a 1.

Example: Mary Baxter, born on June 3, would be: 0603MBAXTE1

If your last name has fewer than five letters (i.e. FOX), use zeros (0) to fill in for five characters for last name, then 1.

Example: James Fox, born on February 22, would be: 0222JFOX001


Your assigned password is either the same as your login ID or your full last name. If neither of these work, or if you changed your password and have forgotten it, you can reset your password by clicking on [Login and Password Assistance](#); in the box under the example, type in your login ID, then click on **REQUEST A NEW PASSWORD**.

A temporary password will immediately be sent to your e-mail address.

If you don't receive the e-mail, check your spam and/or junk mail folders.

If you don't find the e-mail with your new password in either your inbox or your spam/junk mailbox, your e-mail address may be entered incorrectly in E-Track. Contact E-Track staff at the Institute for Human Services (I.H.S.) by phone (614.437.2516) or via e-mail at E-Track@IHS-Trainet.com to confirm that your e-mail address is correct in E-Track.



Managing Your Calendar:

- Once you've logged into the Administrator side of E-Track, Click on  [Facilitator](#) > I want to manage my schedule.

On the **Facilitator Portal** page, a monthly calendar will appear displaying learning sessions you are scheduled to present for the OCWTP.


NOTE: A session will appear only after the RTC has entered it into E-Track. If you think you're scheduled to present a learning session but it does not appear on your calendar, contact the RTC to confirm the session. **DO NOT add OCWTP training sessions to your personal calendar. If you do, RTCs will be unable to schedule the training in E-Track, as E-Track will think you are double-booking.**

You may, however, want to add non-OCWTP events (i.e., vacations, appointments, or any other days you do not wish to be scheduled to train) to your E-Track calendar so RTCs can see when you are/are not available, and so E-Track can help you avoid double-booking.

- To add events to your calendar, beside **Scheduled Events**, click on the .
- Assign your event a Start Date and Time and an End Date and Time. (Other info, such as Subject and Recurring options, is helpful but not required.) Click on the  to save.

Session Survey Results:



You must have the Survey Local Code and the Session Local Code for each learning session for which you want to run a Session Survey Report. To find these numbers:


- From the **Facilitator Portal** page, using the arrows , navigate to the calendar on which the desired session appears.
- Click on the [Blue Underlined Session Name](#).

Locate and note the **Session Local Code** (fourth item from the top; the Session Local Code always begins with OCWT).

- For the Survey Local Code, in the upper left side of the screen, click on [Surveys & Certificates](#); to the right, under **Survey Details**, click on [View](#).

Under the title of the workshop, locate and note the **Local Code**.

- Click on the  to return to the General Information page, then click on the  again to return to the **Facilitator Portal** page.
- From the **Facilitator Portal** page, click on [Session Survey Results Report](#);
- Enter the Survey Local Code and the Session Local Code in their respective fields.
- Click on [Run Report](#).

You can print from this screen by clicking on the printer icon ; however, the print may be quite small. To enlarge the print, click on [Export](#), then click on [Open]. (If you don't have Adobe Acrobat on your computer, select an alternative format, such as Microsoft Word or Microsoft Excel.)

Important Note:

If you get the message, “**Currently no data exists matching your request.**” there could be several reasons for receiving this message, including:

- The session roster has not yet been processed and the session closed. Generally, a session roster will be processed and the session closed 8-10 days after the last day of a learning session.
- The Session Local Code and/or the Survey Local Code may be entered incorrectly. (If you used copy/paste, make sure you didn't inadvertently pick up a space before or after the codes.)
- None of the attendees in the learning session were registered end-users in E-Track (i.e. all participants were from agencies outside the public child welfare system), or none of the participants completed a survey.

Viewing Your Facilitator Record

- From your **Facilitator Calendar** page, click on your Underlined Name.

(If your bio statement is on file, it appears at the bottom of the screen. To update or replace the bio statement, click on Facilitator Edit Webform at the top center of the page and submit changes.)

- To see the list of learnings you are approved to train, click on Certifications on the left-hand menu.

Viewing and Printing Facilitator Training History

From your **Facilitator Calendar** page, click on your Underlined Name.


From the left-hand menu, click on Instructional Experience to see workshops you are scheduled to train or have already trained.

To print, on the upper right-hand side of the screen, click on .

Identify the date range of the trainings you want to print (First Session End Date and the Last Session End Date);


In the Export Format box, verify that TEDS Report Viewer is selected. (We strongly recommend you use the TEDS Report Viewer option in conjunction with Adobe Acrobat for best results.)

Click on .


In the new window, in the top left corner, click on the printer icon .

In the upper left corner, click on Print.

From the Print menu, click on .

To go back, from the print page, click the  in upper right corner to return to Export page.

Then from the Export page, click the  to return to the Instructional Experience page.

Click on  to close the Instructional Experience page of your Facilitator record;

To exit E-Track, click on .

***Please note:** The information on the Contact page is based upon your primary role in E-Track. If you are employed at a public children's services agency, you will see your work contact information and the name of your direct supervisor. RTC staff can access personal contact information from a different area of E-Track. If your only work role with the OCWTP is that of facilitator, then your home or preferred contact information is listed in this section. If the information is incorrect, click the Facilitator Edit Webform at the top of the page to submit your current information.*

The Facilitator Administrator Information at the bottom on the page refers to the IHS staff member assigned to you and to whom you should direct questions about your learning outlines or approved learnings.

USING THE "EVERYONE" SIDE

Facilitators have the ability to use both the "Facilitator" side of E-Track and the "Everyone" side of E-Track.

<https://e-track.teds.com/Everyone/TEDSEveryOne.jsp>

You'll use the "Everyone" side of E-Track to enroll in and withdraw from sessions (as a training participant), to view and manage your to-do list (to see sessions you're registered to attend, to see and complete surveys, etc.), to view and print your training history transcript (of sessions you've attended), and to view and edit your personal profile information.

For step-by-step instructions on how to navigate the "Everyone" side of E-Track, please refer to the training materials located at:

<http://www.ocwtp.net/E-Track/TrainingHome.html>

then click on

**Workers &
Supervisors
June 29, 2012**

These instructions are arranged in very brief segments that are designed as "just in time" aides for each function, so you can select to view only the task you need to know "right now!"

E-Track for Trainers

1/29/13

